



Defense Logistics Agency

Hispanic Association of
Colleges and Universities
(HACU) National Intern
Program

**Frequently Asked
Questions**

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HACU National Intern Program

What is the Hispanic Association of Colleges and Universities (HACU)?

HACU is a national non-profit organization representing:

- (1) Hispanic Serving Institutions (HSIs). HSIs are national non-profit, accredited colleges and universities where Hispanics constitute a minimum of 25 percent of the total enrollment at either the undergraduate or graduate level; and
- (2) Associate Member Institutions (AMIs), colleges and universities where Hispanics constitute enrollment levels of at least 10 percent or a minimum of 1,000 Hispanic students.

HACU membership also includes institutions, partner institutions and Friends of HACU, entities that do not meet the criteria to become a HIS or AMI but support the mission of HACU and also work to carry it out.



HACU National Intern Program

What is the HACU National Internship Program (HNIP)?

HNIP is the entity within HACU that works to meet the following objectives:

- Provide professional work experience that gives Hispanic students practical experience that will assist in making more educated career choices.
- Expose students to research, development, technology, and administrative career opportunities in the federal government and private sector.
- Supplement academic study with practical applications related to the students' fields of study.
- Extend and strengthen relationship between government agencies, bureaus and ISIs, and other institutions with

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HACU National Intern Program

When does HACU run?

HACU sessions run during the fall and spring semesters of most universities, as well as during the summer months of June through August.

How do I find out about HACU?

Your primary point of contact regarding HACU is your local Hispanic Employment Program Coordinator. Information may also be obtained from Cynthia Sexton, DLA Hispanic Employment Program Coordinator, and Pete Shepard, DLA HACU Liaison.

Who participates in HACU?

Both Federal agencies and private corporations participate in HACU.

Does DLA participate in HACU?

Yes. DLA has participated in HACU since 1998, and continues to support HACU. In the summer of 2005, DLA hosted 23 of the 31 Department of Defense HACU Interns.

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Why does DLA participate in HACU?

HACU is a resource for **permanent employment** for Hispanic individuals, and also is one tool used to increase Hispanic representation within the DLA workforce.

HACU offers DLA the chance to have a **positive impact** on a student's or graduate's life and help focus his or her career goals.

HACU provides an opportunity for DLA to benefit from the **support** of an intern and potential permanent employee.

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Does it cost anything to participate?

Depending on the intern session, the cost for one HACU intern ranges from approximately \$9-13,000. Check with your local EEO Office regarding the payment process for participation in HACU.

Portions of the costs of the intern cover the following fixed costs:

- (1) Salaries and fringe;
- (2) recruiting and general program costs;
- (3) materials, supplies, postage, printing;
- (4) office rental;
- (5) phones/fax services;
- (6) equipment rental/maintenance/usage;
- (7) insurance;
- (8) orientation expenses; and
- (9) travel which includes air, ground, metro pass/commuting.

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Variable costs covered include: (1) intern stipends; and



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Is there a limited number of interns that my department can host?

You determine the extent to which your office can participate based on availability of funds and work projects. Depending on the practice of your field activity, either your office or your servicing EEO Office provides the funding for your intern (s).

How do I choose the intern?

First an intern position for your office is identified and input into the HNIP database of intern positions. HACU provides the application packages of three students that they feel may be a good match for your intern position. You review the application packages and select the student. It is recommended that you first talk to the student that you are interested in before you select him/her. Check with your local EEO Office regarding the process of selecting an intern.

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When do I find out if I get an intern?

The selected intern is identified in the HNIP database, which generates an email to the intern candidate informing him/her of the selection. It is your responsibility to quickly select the desired intern in the HACU database as instructed.

(NOTE: It is recommended that you offer the internship directly to the desired intern before indicating your selection in the database). Immediately notify your Hispanic Employment Program Coordinator once an intern accepts your offer.

What required steps must be performed in order to participate?

Identify tasks and a position for the intern. Determine financial ability to participate. Contact FA EEO Office and budget contact regarding local funding procedures for HACU interns. Obtain access to the HNIP database and input position into database. Interview candidates, select desired intern and offer the position.

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Are the intern's office supplies/tools provided by HACU or the hiring office?

As with any civilian federal government employee, office supplies are provided by the office. The intern is entitled to the appropriate supplies/tools needed to successfully perform the duties of the job. A portion of the costs for an intern goes to the funding of office supplies for the intern.

What is the best way to make the intern feel comfortable?

The HACU intern should be given an orientation to the employing office, DLA, and DoD. Also, co-workers should assist the intern with anything he/she needs, should answer questions when asked, and should clearly explain assigned tasks (i.e., target completion dates, progress reports). The intern

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How is the intern's time and attendance documented and submitted?

Supervisors or their designee, are required to review timesheets for all HACU interns under their supervision on a bi-weekly basis. The intern is responsible for submitting the timesheet to the appropriate HACU staff member as indicated in the handbook. Timesheets are faxed or emailed to the appropriate HACU point of contact. Information related to the due dates of time sheets and pay dates for the interns are specific to each intern session, and announced in advance.

How much is the intern paid?

The intern's pay level is determined by the intern's class (academic) status at the time of application. The amount of pay based on a 40 hour work week is as follows:

Sophomores/juniors earn \$440 per week or \$11.00 per hour.

Seniors earn \$470 per week or \$11.75 per hour.

Graduate students earn \$540 per week or \$13.50 per hour.



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What work schedule is appropriate for the intern?

Interns typically work 40 hours per week. If the intern plans to work on a part-time basis, HACU requires the intern and supervisor to agree prior to the start of the internship.

The agreement needs to be in writing and submitted to HACU.

Interns should not work overtime. The supervisor must contact the HNIP office if the intern will need to work overtime. The program fee is adjusted to cover the additional costs of over time pay.

Interns cannot work alternative work schedule (i.e., compressed or flex schedule). HACU interns are hired by HACU, and fall under wage and hour laws, that require compensation for time and half for any hours above 40 hours per week. However, any combination of hours during a week can be used to accumulate 40 hours, as long as they remain within the 40 hour per week guideline.

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Does the intern received any employment benefits?

The internship is a temporary position, and as such, participants do not qualify for unemployment benefits at the end of the program. Interns are temporary employees and therefore, do not accrue vacation time. Interns also do not qualify for unemployment benefits at the end of the program.

The intern is paid for federal holidays that fall on a day the intern is regularly scheduled to work.

HACU provides emergency/accidental insurance for interns during the program. The policy typically covers emergency hospital visits, not regular doctor appointments, and carries a \$100 deductible. HACU does not provide general medical insurance.

If a supervisor approves, HACU interns are allowed to attend conferences or meetings away from the internship site. Contact your FA HEPC and HACU to learn of the requirements related to intern



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What happens if an intern requests to be absent from work?

Requests to be absent must be approved by the liaison and supervisor in writing and must be submitted to the HACU office. The supervisor's letter should include the following: (1) The days and times the intern will be absent; (2) The reason for the request; (3) Whether the intern will make up the time within the same week of absence OR will not make up the time and not be paid for the time off. Absences are recorded on the intern timesheet by writing in "0" for the days missed.

If an intern becomes ill and misses a day of work, they are required to:

- (1) Call the supervisor so that he/she knows not to expect them.
- (2) Provide a doctor's note for any extend illness.

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What kind of housing is provided for the intern?

HACU makes every effort to find the most appropriate and affordable housing for interns that best fits the following criteria: safe; clean; accessible by public transportation to shopping or city center; within one hour commute (each way) of intern location; offers short-term leasing; affordable (ideally between \$625-\$650 per intern per month); includes utilities; and is furnished.

Interns can arrange their own housing. Upon request from the intern and as a service to the agency and student, HACU will help identify safe, furnished, market-rate affordable housing. HACU pays the up-front costs of security deposits if it arranges for the housing. Housing expenses are automatically deducted from the intern's bi-weekly pay.

DC Interns generally are housed in two or three bedroom apartments with two interns per room. Field activities should assist HACU with locating housing for **Field Interns** outside of the Washington DC area.

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Is transportation provided to the intern?

HACU arranges round-trip transportation for all interns to the session orientation in Washington, DC. HACU also provides transportation for field interns from the orientation to their intern location and returning to the intern's original point of departure at the end of the intern session.

Interns are responsible for their own local travel costs. Interns living in HACU arranged housing who spend more than \$6.50 per day commuting to and from work can be reimbursed for the difference. Interns may be eligible to receive transportation subsidies at the field activity.

In addition, each FA may offer its interns additional transportation assistance during their stay.

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What is the intern's dress code?

Interns are expected to dress appropriate to their position and work assignments within the guidelines of their assignment. HACU requests that the intern be provided in advance with as much detail as possible concerning suitable work attire and other items necessary for the assignments or location.

Can intern assignments be extended?

Yes. Supervisors must speak with the HACU Liaison before officially extending an assignment. The liaison and/or supervisor will determine availability of funds to pay the stipend for the extension. Once funds are secured, please send HNIP a letter containing the following: (1) Dates of execution; (2) hours per week if different from 40; (3) Method of payment; (4) Liaison signature. PLEASE NOTE: An extension cannot run into the next intern session. Consult the HACU Liaison if you and the intern would like to extend for the entire following session.

The intern must meet the eligibility requirements of the next internship session, and submit a new online application and required documents. The supervisor must submit a new Intern Request Form

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Are intern early departures allowed?

If an intern knows in advance of accepting an offer that he/she may not be able to work the entire HACU intern session, HACU advises the student to contact the supervisor to get their approval before they accept the position. It is the discretion of the liaison and supervisor to approve an early departure.

Occasionally an intern may not know until they are in the program that he/she may need to leave early. The liaison and supervisor still have the discretion whether to approve a request for early departure. Requests for early departure must be submitted in writing to HNIP. The liaison or supervisor must also submit a supporting letter that includes: (1) the reason for the intern's early departure;

(2) the date the intern will depart; (3) a statement that the intern understands that he/she will not be compensated for the

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Can a HACU intern be dismissed from the program?

Yes. HACU reserves the right to terminate an intern for the following:

- (1) Any behavior that could result in dismissal from your agency;
- (2) Theft, misappropriation, damage, or destruction of the assets or property of HACU or the Agency;
- (3) Acting in a manner that could cause harm to HACU's or agency's mission and good name;
- (4) Perpetrating a fraud against HACU, its contractors, or its members;
- (5) Unauthorized use, possession, or transportation of firearms and/or live ammunition;
- (6) Communication of a threat of physical harm against another individual, agency, or HACU;
- (7) Assault or fighting on HACU premises or during HACU/agency activities;
- (8) Intentional damage to any property owned by HACU / Agency or on its premises;
- (9) Conviction for an illegal act where such conviction could adversely affect the employee's performance;
- (10) False statements and/or documentation related to the internship application process;
- (11) Violation of HACU's anti harassment

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Where can I get more information?

Your local EEO Office

Ms. Cynthia Sexton

DLA Hispanic Employment Program Manager

DLA EEO Office, Policy/Compliance Division

phone number 703-767-1109

Email: Cynthia.Sexton@dla.mil

Mr. Peter Shepard

DLA HACU Liaison

DLA Office of Human Resources, Policy and Information

Division,

phone number 703-767-2769

Email: Peter.Shepard@dla.mil

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